

Schedule 37-260

DEPARTMENT OF ROADS

OPERATIONS DIVISION

March 14, 2006

Nebraska Records Management Division
440 South 8th Street, Suite 210
Lincoln, NE 68508
(402) 471-2559

**REQUEST FOR APPROVAL
OF RECORDS RETENTION
AND DISPOSITION SCHEDULE**

**TO: STATE RECORDS ADMINISTRATOR
STATE OF NEBRASKA**

SCHEDULE

37-260

AGENCY, BOARD OR COMMISSION

Department of Roads

DIVISION, BUREAU OR OTHER UNIT

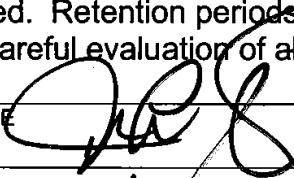
Operations Division

**Supersedes 37-260, Logistics Division, Edition of
December 8, 2003**

PART I -- AGENCY STATEMENT

In accordance with Section 84-1212.01, R.R.S. 1943, approval of the attached records retention and disposition schedule by the State Records Administrator is hereby requested. Retention periods and dispositions have been recommended by this agency after a careful evaluation of all factors listed in Section 84-1212.01, R.R.S. 1943.

SIGNATURE



John L. Craig

TITLE

Director

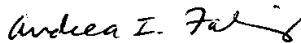
DATE

March 1, 2006

PART II - ARCHIVAL APPROVAL

The attached schedule has been analyzed, all archival and historical material has been properly identified, no disposition except by transfer to the State Archives has been recommended for such material, and this schedule is approved as submitted.

SIGNATURE



STATE ARCHIVIST

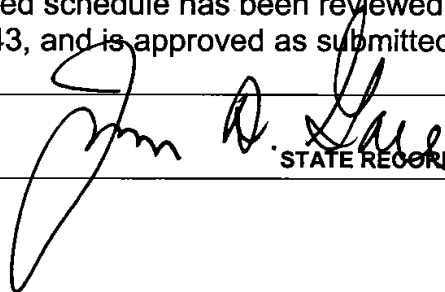
DATE

Mar-10, 2006

PART III -- APPROVAL BY STATE RECORDS ADMINISTRATOR

The attached schedule has been reviewed in accordance with Section 84-1212.01, R.R.S. 1943, and is approved as submitted.

SIGNATURE



STATE RECORDS ADMINISTRATOR

DATE

3/14/06

INSTRUCTIONS FOR USING THIS SCHEDULE

Records retention and disposition schedules are designed to serve as your records management guidelines for storing and disposing of agency records, ***regardless of the media on which they reside***, including paper, microfilm, diskettes, optical disks, CDs, DVDs, servers, computer hard drives, etc. This schedule was written specifically for records unique to your office and the State Agencies General Records Schedule #124 contains those records common to most state government agencies. These retention schedules, which are approved by the State Records Administrator, provide your only ongoing authority to dispose of records. Listed below are some basic procedures to follow when applying your schedule.

DISPOSING OF RECORDS

1. Check your schedules to see what the retention period is. Note: Your agency's unique schedule will take precedence over State Agencies General Records Schedule #124 for any items which have differences in retention requirements.
2. Dispose of records that have met their retention periods.
3. Complete a Records Disposition Report for the records you dispose. The Records Disposition Report form is the last page of this schedule. Remove the form, photocopy it, complete the form, make a photocopy for your records, and send the completed form to the Records Management Division at the address below. If you wish, you may receive this form electronically by contacting the Records Management Division. This report establishes that the destruction was performed in your normal course of business.

Please remember to retain the blank form for future use.

NON-SCHEDULED RECORDS

Contact a Records Management Consultant in Records Management to see whether the records will fit under an item already on the schedule. If they do not, they must be retained until they are added to the next revision of your schedule.

SCHEDULE UPDATE

It is the responsibility of each agency to periodically update their schedule. A Records Management Consultant in Records Management can assist you with the schedule update, which involves adding new records and making revisions to existing items. Keeping your schedule current will ensure that you have the ongoing authority to discard records when their useful life has ended.

QUESTIONS

If you have any questions about these procedures, please contact your agency Records Officer or your Records Management Consultant in Records Management. We will help you with any questions the schedule may present, including: transferring records to the State Records Center or State Archives, microfilming records, scanning records, etc.

**Records Management Division
440 South 8th Street, Suite 210
Lincoln, NE 68508-2294
402-471-2559**

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SCHEDULE 37-260 – DEPARTMENT OF ROADS – OPERATIONS DIVISION

37-260-188 ANNUAL INVENTORY BY AGENCY

Online inventory of tagged furniture and office equipment maintained in NIS Fixed Asset Database. Roads produce a paper report from the NIS database.

Dispose of after 2 years.

37-260-7 ANNUAL INVENTORY BY DISTRICT/DIVISION

Includes listings and custodian requests and receipts which document the custody of authorized equipment and furniture for each organizational element (OE).

Dispose of when suspended listings and custodian receipts are exchanged for current updated original listings, provided audit has been completed.¹

37-260-193 CORRESPONDENCE (OBSOLETE JANUARY 2000)

Includes bid proposals, payments and forms for section.

Dispose of after 3 years.

37-260-187 DAILY TRANSACTION REPORTS (OBSOLETE 2003)

Batch daily transaction report of orders filled and transferred items received for stock.

ELECTRONIC DATA: Backup monthly; dispose of after 4 years.

PRINTOUT: Dispose of after 4 years.

SECURITY BACKUP COPY: Dispose of after superseded.

37-260-196 ELEVATOR INSPECTION REPORTS

Dispose of after 4 years.

37-260-78 FUEL INVENTORY

Weekly computer report lists the purchase and fuel issues from the department's 92 yards. Information also is provided by district. The Inventory is generated from the State Gas System Database, Records Retention Schedule Item #37-260-190.

Dispose of after 3 years, provided audit has been completed.¹

37-260-81 GASOLINE SALES TICKETS

Transfer to the DOR Archives after 6 months; dispose of after 2 years, provided audit has been completed.¹

37-260-83 HAZARDOUS WASTE MANIFEST

Records that show the transportation and disposal of hazardous waste material.

Dispose of after 5 years.

37-260-94 LOST AND STOLEN LISTING (OBSOLETE 2000)

Quarterly computer report lists lost and/or stolen credit cards by agency.

Dispose of after 3 years.

37-260-128 PROCUREMENT RECORDS (OBSOLETE APRIL 2003)

Individual vendor files, catalogs, brochures, and miscellaneous material indicating supplies and services offered by each vendor. Also includes correspondence regarding changes of addresses; mailing lists, and comparable documents.

Immediately dispose of obsolete records.

37-260-189 SPECIFICATIONS

Specifications for stock items. Paper copy is used for making copies to submit with bids.

ELECTRONIC DATA: Backup monthly; dispose of after superseded.

PRINTOUT: Dispose of when superseded by new or updated specifications on a yearly basis.

SECURITY BACKUP COPY: Dispose of after superseded.

37-260-190 STATE GAS SYSTEM DATABASE

Includes data on fuel inventory, credit card usage, and Voyager billing. Data can come as paper or electronic information.

PAPER: Enter into electronic database; dispose of after verification of data.

ELECTRONIC DATA: Backup monthly; dispose of after superseded.

SECURITY BACKUP COPY: Dispose of after superseded.

37-260-98 STATE REQUISITIONS AND PURCHASE ORDERS

Includes purchase requisition or purchase orders for material or services.

Dispose of 3 years after end of fiscal or calendar year involved, whichever applies, provided audit has been completed.¹

37-260-167 STOCK REQUISITIONS

For materials, supplies and equipment.

ELECTRONIC DATA: Backup daily; dispose of after 2 years.

SECURITY BACKUP COPY: Dispose of after superseded.

37-260-191 STOCK STATUS

Report of items in stock with location and quantities. Paper copy is used if system goes down as a catalog reference.

ELECTRONIC DATA: Backup weekly; dispose of when superseded.

PRINTOUT: Dispose of after superseded.

SECURITY BACKUP COPY: Dispose of after superseded.

37-260-168 STORAGE AND WAREHOUSING RECORDS

Includes planning records and layout diagrams for warehouses, shed, and open storage spaces. Records also include locator records such as location cards, bin tags, copies of shipping documents, car arrival reports, tallies and similar documents. These latter documents are used for selection, packing and loading of stock for shipment.

Dispose of when superseded or obsolete.

37-260-170 SUPPLY REFERENCE RECORDS

Includes specifications, online supply catalogs, equipment lists, and related reference aids.

ELECTRONIC DATA: Backup daily; dispose of when superseded or obsolete.

SECURITY BACKUP COPY: Dispose of after 5 years.

WORK COPY: Dispose of after superseded.

37-206-208 VOYAGER SYSTEM CHARGE SLIPS

Charge slips generated for the Voyager System at the point of purchase. The state employee signs these slips at the time of purchase. These slips are to be retained by the agency whose employee signed the charge slips.

See Schedule 124.

37-260-209 VOYAGER SYSTEM CHARGES – DETAILED LISTING

Computer generated monthly and/or weekly detailed listing of all charges on the Voyager System. Generated by Voyager program. May include: Vehicle Report, Product Purchase Summary, Discount Report, Payments and Adjustment Report, Account Summary Report, Tax Exemption Report.

ELECTRONIC DATA: Dispose of data for each agency after 2 years, provided audit has been completed.¹

PRINTOUT: Dispose of after 1 year, following the end of the fiscal year to which the record pertain, provided audit has been completed.¹

SECURITY BACKUP COPY: Voyager is responsible for backing up its system.

37-260-185 WARRANTY OR GUARANTEE RECORDS

Forms, correspondence, and related records which specify the period of time a warranty or guarantee item may receive free parts replacement and/or maintenance service.

Dispose of after expiration of the warranty/guarantee period.

NOTE

1. These records may be disposed of after the required retention period provided the audit of the Comprehensive Annual Financial Report (CAFR) is complete and any required federal audit is complete, and all related audit comments have been resolved. Check with the organization that performed the audit, either the Auditor of Public Accounts or the federal cognizant agency, if there is a question whether resolution is complete.

RECORDS DISPOSITION REPORT

TO: SECRETARY OF STATE RECORDS MANAGEMENT DIVISION 440 S. 8TH STREET SUITE 210 LINCOLN, NE 68508-2294	AGENCY
	DIVISION
	SUB-DIVISION

REQUIRED INFORMATION:

In accordance with the Records Management Act, records of this agency have been disposed of under the authorization granted by the following schedule(s):

SCHEDULE NUMBER(S) ONLY (DO NOT INCLUDE SECTION AND ITEM NUMBERS)	TOTAL VOLUME DISPOSED (SEE REVERSE)

OPTIONAL INFORMATION (FOR YOUR USE ONLY):

You may include detailed information which will be useful to you in recording exactly what records were disposed of and under what authority. This might include such things as schedule section and item numbers, title of records, inclusive dates of records, etc. This information is not required to be filed with Records Management.

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DATE	SIGNATURE
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SEND ORIGINAL TO RECORDS MANAGEMENT. MAKE A PHOTOCOPY FOR YOUR RECORDS.

RMA 03006D

VOLUME ESTIMATING GUIDE

**(PLEASE NOTE THAT FOR REPORTING PURPOSES, A BALLPARK
ESTIMATE OF THE TOTAL VOLUME OF MATERIAL DISPOSED IS
ADEQUATE.)**

Vertical File Cabinet, 4 drawer letter-size	6 cubic feet
Vertical File Cabinet, 4 drawer legal-size.....	8 cubic feet
Lateral File, 4 drawer/shelf letter-size	9 cubic feet
Lateral File, 4 drawer/shelf legal-size.....	12 cubic feet
Records center carton.....	1 cubic foot
About a pickup load.....	50 cubic feet